Collin College - Continuing Education
COURSE SYLLABUS

COURSE INFORMATION

Course Number: WKEN 7235

Course Title: Weekend Microsoft Project

Course Description: Use Microsoft Project software to manage personnel, time, and resources for any type of business activity. Learn to create project files and schedules, attach resources to the schedule, and track a project. Maintain and set task relationships, utilize the different types of calendars, monitor the critical path, and print report

Suggested Course Prerequisite(s): Microsoft Windows and understanding of project management terminology and concepts such as GANTT and PERT charts.

Course Resources: Microsoft Project 2016 Step by Step
Publisher: Microsoft Press, ISBN: 978-0735698741

Practice files download: http://aka.ms/project2016sbs/downloads/

Student Learning Outcomes: Demonstrate understanding of project management process; create and manage calendar constraints; optimize project plan.

Certification Notes:

Next course recommendation:

Lesson Plan – by week or session:
Session 1: Understanding the project management process
Basic features of Microsoft Project:
• starting a new project
• documenting a project
• entering tasks
Estimating work effort
Defining and creating task dependencies.

Session 2: Creating and managing calendar constraints
Working with deadlines and task constraints
Defining resources and understand the fields involved
Assigning resources to tasks
Managing resource workloads and scheduling
Working with different views for resource scheduling
Managing resource over-allocation.

Session 3: Techniques to optimize a project plan:
Understanding and managing the critical path
Establishing a baseline and tracking a project
Managing a project using standard reports

Course Sessions:
Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation:
Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy:
Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:
Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.